



भा. कृ. अनु. प. - राष्ट्रीय कृषि कीट संसाधन ब्यूरो
ICAR - NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES
(Formerly National Bureau of Agriculturally Important Insects)
डाक पेटिका संख्या २४९१, हे. कृ. फार्म डाकघर, बल्लारी रोड, बेंगलूरु - ५६००२४, भारत
P. B. No. 2491, H. A. Farm Post, Ballari Road, Hebbal, Bengaluru - 560 024, INDIA
Phone: 080-23511998; Fax: 080-23411961;
Website: <http://www.nbair.res.in>; Email: hoa.nbair@icar.gov.in



F.No.NBAIR/5-13/2021-22/

August 18, 2022

OFFICE ORDER

In partial modification of Office Order No. NBAIR/5-13/653 dated 27 May 2021, the Director, ICAR-NBAIR is pleased to constitute following Committees with immediate effect. The Chairman/Chairperson and other Members are informed to look after the duties assigned in a responsible manner for the smooth functioning of the Bureau. Brief report on the activities of the Committee **may be submitted to the undersigned every 4th day of the month for its review by the Competent Authority.**

1. **Vigilance Officer** : Dr T Venkateshan (as nominated by ICAR)
Functions: To address vigilance related issues of the Bureau and such related work assigned by ICAR

2. **Right to Information Act** :
First Appellate Authority : Dr M Nagesh, Director (A)
Nodal Officer : Dr Sunil Joshi, HoD I/C
Public Information Officer : Administrative Officer

Functions: As envisaged in RTI Act

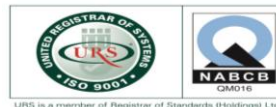
3. **Official language implementation Committee**
Chairman : Dr M Nagesh, Director (A)
Members : HoD DGCC
HoD DGR
HoD DGCC
Administrative Officer
Finance & Accounts Officer
Member Secretary : Mr Satendra Kumar

Functions: To implement official language programmes as per Government of India guidelines.

4. **Hindi Promotion Committee**
Nodal Officer : Dr Deepa Bhagat
Members : Dr Ankita Gupta
Ms. Dipanwita Deb
Member Secretary : Mr Satendra Kumar

Functions: To conduct required meetings, ensure timely reports to ICAR, Hindi training to staff, help in preparing bilingual boards/registers/files

5. **Works Committee**
Nodal Officer : Dr G Mahendiran
Members : Dr B S Gotyal
Dr Mahesh Yandigeri
Administrative Officer
Finance & Accounts Officer
Dr B K Choubey
Member Secretary : Ms Dipanwita Deb



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Functions: To make authenticated Master Plan of ICAR NBAIR (Hebbal and Yelahanga Campus)
Monitoring of construction work (major and minor), liaison with CPWD for execution of work & settlement of accounts, payment of BBMP service charge

6. Grievance & Welfare

6.a. Staff

Chairperson : Dr M Pratheepa
Members : Dr S Salini, Dr K Selaraj, Ms. M S Uma
Member Secretary : Mr Shivakumara K T

Functions: To examine the grievance of staff and suggest remedies.

6.b. WCC

Chairperson : Ms S Kusuma
Members : Ms Naaziya Anjum, Dr R R Rachana
Member Secretary : Ms Anitha P
(Outside Member is to be decided by the Committee as per DoPT guidelines)

Functions: As per WCC guidelines issued by ICAR/GoI.

6.c. Scheduled Caste

Nodal Officer : Dr Gandhi Gracy

6.d. Scheduled Tribe

Nodal Officer : Dr G Mahendiran

6.e. Backward Classes

Nodal Officer : Dr K Subaharan

Functions: To address the grievance of concerned as per the guidelines of Govt of India.

7. Store Purchase and Price Fixation Committee

Nodal Officer : Dr T M Shivalinga Swamy
Members : Dr K Selvaraj
Dr B K Choubey
Administrative Officer
Finance & Accounts Officer
Member Secretary : Ms Dipanwita Deb, AAO

8. PMIS

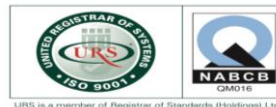
Nodal Officers : Dr M Moan, Ms M S Uma

Functions: Updation of data in PMIS Portal of ICAR including uploading AIPR

9. Sports Promotion Committee

Nodal Officer : Dr Jagadeesh Patil
Members : Mr Shivakumara K T
Mr Umesh Kumar Sanjeev
Member Secretary : Ms L Lakshmi

Functions: To help in screening for selection of staff for ICAR sports tournament, creation of sports in the Bureau, if any and to encourage sports and sportsman spirit among staff.



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10. **Staff Welfare Association**

Nodal Officer : Dr T Venkatesan
Members : Dr Gandhi Gracy
Ms Dipwanita Deb
Mr K M Venugopala
Mr P Raveendran
Ms Sanjeevani Desai
Member Secretary : Ms Anitha P

Functions: To see the welfare activities of the staff of NBAIR as per the guidelines of ICAR

11 **Green campus-Clean campus and Swachh Bharat Abhiyan**

Nodal Officer : Dr R Rangeshwaran
Members : Dr Deepa Bhagat
Dr Amala U
Administrative Officer
Finance & Accounts Officer
Mr Narayanappa
Mr Ramakrishnappa
Ms Sanjeevani Desai
Member Secretary : Dr B K Choubey

Functions: To keep the land other than buildings of both the campus green and clean, landscaping wherever required, implementation of SAP in both the campuses and other flagship programmes under SAP.

12 **Guesthouse/Hostel & Canteen Management Committee**

Nodal Officer : Administrative Officer
Members : Dr B S Gotyal
Finance & Accounts Officer
Ms M S Uma
Mr Maruthi Mehanth
Member Secretary : Dr A Raghavendra

Functions: Maintenance of guest house/hostel and canteen including management of accommodation, up keep of accounts, to suggest food tariff and its further revision, to suggest and implement SoP for healthy environment in canteen / dining area.



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13 **Estate & Security, AEBAS**

Nodal Officer : Administrative Officer
Members : Dr Amala U
Shri Shivakumara K T
Mr Narayanappa
Ms Naaziya Anjum
Member Secretary : Ms Dipanwita Deb

Functions: Mr Narayanappa will specifically look after the electrical, plumping, generator and light & sounds of conference hall/other meetings.

14 **Vehicle Committee**

Nodal Officer : Administrative Officer
Member : Ms Maruthi Mehanth
Member Secretary : M H Jayaram

To keep the vehicles in running condition, R & M of vehicle including timely payment of road tax/insurance/ emission test, allotment of vehicles both Bureau and RC vehicles

15 **Exhibition Committee**

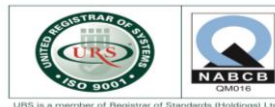
Nodal Officer : Dr Kolla Sreedevi
Members : Dr Jagadeesh Patil
Dr Omprakash Navik Samodhi
Mr Satendra Kumar
Mr B K Choubey
Mr Maruthi Mehanth
Mr Venugopala K M
Member Secretary : Dr Manjunatha C

16 **Drawing & Disbursing Officer:** Ms Dipanwita Deb

Functions: Raising of bills as per sanction by Competent Authority, remittance of TDS, GST, PT and its quarterly/ monthly filing including Annual returns.

Alternative arrangements (in the order of listing)

17 Administrative Officer I/C in the absence of regular AO : Dr K J David
Dr R R Rachana
18 Finance & Accounts Officer I/C in the absence of regular FAO : Dr Amala U
Dr R S Ramya
19 Drawing & Disbursing Officer : AO /AO I/C



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20. **Institute Research Council**

Chairperson	:	Dr M Nagesh, Director (A)
Members	:	All Scientists
Member Secretary	:	Dr M Mohan

Functions: To conduct IRC of the Bureau and reporting and overseeing of RPP submission to PME.

21. **Project Monitoring and Evaluation Cell (PMC)**

Chairperson	:	Dr M Nagesh, Director (A)
Members	:	All HoDs
Member Secretary	:	Dr M Mohan

Functions:

To deliberate on PME cell reports and decide on institute research priorities across crops/divisions/ programmes/ commodities etc. Scientists would be required to take up projects from the list of priority research problems.

To constitute a committee of two experts (one internal i.e. from the Institute and one external) to evaluate the progress of research projects and submit report to PME Cell in a prescribed format. This is to be done every year.

To constitute a committee of two experts (one internal i.e. from the Institute and one external) to submit a report in prescribed proforma for technology validation of completed projects.

Prepare Annual plan and identify scientists for capacity building in PME activities.

To approve updating institute database on regular basis.

Organizing IRC/RAC with support from PME.

22. **Project Monitoring and Evaluation Cell (PME)**

Nodal Officer	:	Dr M Mohan
Members	:	Dr. K.Sreedevi, Dr.K.J.David, Mr Maruthi Mehanth
Member Secretary	:	Dr. Gandhi Gracy

Functions:

To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision Documents of institute and ICAR to recommend research priorities of the Institute for short listing priority researchable problems across crop(s)/ divisions/ programmes, commodity etc at institutional level.

Annual updating and presenting the report to the Director for assigning research projects.

To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts.

To coordinate and arrange for technology validation and/ or impact assessment of successful technologies claimed by scientist(s) through internal and external experts.





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Regularly sensitizing and capacity building of research managers and scientists through training programmes.

Maintaining a database on all publications, technologies developed, IPRs, consultancies projects undertaken in the past 10 years and on-going projects.

To facilitate MoUs between Institutes (Public & Private) and/ or funding agencies.

23. Agricultural Research Management System (ARMS)

Nodal Officer	:	Dr K J David
Members	:	Dr S Salini Mr. Maruthi Mehanth
Member Secretary	:	Dr M Pratheepa

Functions:

Mapping various scientific outputs to different schemes of the Institute.

To facilitate verifying the information submitted by scientists either by Reporting Officer or PME In-charge or Reviewing Officer as per type of information at various stages in a prescribed time period.

To ensure updating the research, training, demonstration, achievements and impacts made by the individual Scientists and the Institutes for providing the information to the various levels of hierarchy within the ICAR System and beyond.

24. Insect Quarantine Facility

Nodal Officer	:	Dr A N Shylesha
Member	:	Dr Ankita Gupta
Member Secretary	:	Dr Sampathkumar

Functions:

Import of natural enemies for classical biological control.

Testing of natural enemies for host specificity and safety.

Maintenance of quarantine laboratory.

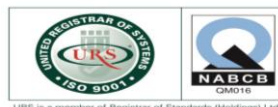
Identification of natural enemies of invasive pests.

25. Insect Museum

Nodal Officer	:	Dr Ankita Gupta
Members	:	All Scientists
Member Secretary	:	Dr R R Rachana

Functions:

To ensure the continued preservation and augmentation of the existing arthropod collection and provide housing for various specialized collections that are collected/ donated.



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Curate, catalogue, protect, and regularly update the nomenclature existing arthropod specimens housed in the museum.

Continue to provide a repository for the arthropod voucher collection.

To inventory insect and related arthropod diversity.

To organize the information derived from this inventory program in an efficiently retrievable form that best meets the needs of science and society.

To preserve and maintain the displays that support the many public outreach programmes of NBAIR.

26. Live Insect & insect-derived live Germplasm Facility

Nodal Officer	:	Dr Richa Varshney
Members	:	Dr R Rangeshwaran Dr A Kandan Dr JagadeeshPatil Mr P Raveendran
Member Secretary	:	Dr OmprakashNavikSamodhi

Functions:

To mass produce selected host insects, macrobials and microbials for supply for various purpose.

To augment live cultures for insectarium as and when required.

To maintain records of macrobials and microbials and supply

27. Publication Committee

Nodal Officer	:	Dr K.Subaharan
Members	:	Dr R S Ramya, Dr R R Rachana
Member Secretary	:	Dr Amala U

Functions:

To process and publish annual report, newsletter and other publications including folders, bulletins etc including e-publication

To process and recommend payment of pages chares for high impact factor journals to PME Cell in consultation with three HoDs as a Committee.



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28. **AKMU (FMS-MIS, Krishi portal, Social Media, Conference Hall)**

Nodal Officer	:	Dr M Pratheepa
Members	:	Mr K N Venugopala Mrs.Kaveriamma Mr Umesh Kumar Sanjeev Mr R Narayanappa
Member Secretary	:	Mr K T Shivakumara

Functions:

To maintain AKMU cell and to look after all the matters related to functioning of cell.
Maintenance and updating of ARIS Cell and analyse data received from each centre.
To computerize all the information in biological control and store in Hard Drive.
Maintenance of computer and peripherals of Institute and procurement of materials including AMC's with the help of stores section.
Computerization of institute activities and updation of Institute website regularly.
Maintenance of super computer facility.
To upload all genomics related work of all scientists and also entomologists in the country in super computer and to make it retrievable for all NARS Scientists.
Development of database and analysis tools for genomics related work.
Maintenance and upkeep of conference hall with all AV aids.
Management of FMS-MIS.
Preparing the content for social media.

29. **Farm Development and Management Committee**

Nodal Officer	:	Dr Mahesh Yandigeri
Members	:	Dr K Selvaraj Dr Amala U
Member Secretary	:	Dr B K Choubey

Functions:

Farm development activities, farm establishment, master plan, farm pond, maintenance of borewells, farm structures, irrigation system, implements, fencing, roads, maintenance of trees, electrification etc.
Allotment of plots for demonstration/trial.
To prepare annual cropping plan.
Raising of annual and perennial crops for research.
Labour management and farm operations.
Disposal of farm produce after getting the price fixed.



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30. **Kisan Sarathi Programme**

Nodal Officer : Dr P Sreerama Kumar
Members : Dr R R Rachana
Dr K Selvaraj
Dr Omprakash Navik Samodhi
Member Secretary : Dr C Manjunatha

Functions:

Provide necessary content from Institute to the Portal
Facilitate farmers to avail personalised advisories related to mandate of NBAIR through the respective scientists.

31 **Fermentor Facility**

Nodal Officer : Dr R Rangeshwaran
Member : Dr A Kandan

Functions:

- (i) Scale up production of bio control agents
- (ii) Regular use and maintenance

32 **HRD, PG / Training Cell**

Nodal Officer : Dr M Sampathkumar
Members : Dr R S Ramya
Member Secretary : Dr G Mahendiran

Functions:

To view the work of students periodically
To decide about student/ training fee structure for different durations
To decide about student intake for each scientist
To decide and recommend HRD programmes both within and outside India for staff members.
Planning and conduct of training programmes and exposure visits for farmers, students, researchers and department staff.

33 **Farmers Services (MGMG, farm information, extension, DFI, press & publicity)**

Nodal Officer : Dr A N Shylesha
Members : Dr P Sreerama Kumar, Dr M Mohan
Dr A Kandan, Dr K Selvaraj
Member Secretary : Dr C Manjunatha

Functions:

To monitor the activities and to ensure implementation of these flagship programmes.
Compilation and submission of reports





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34 **Photography**

Nodal Officer : Dr Omprakash Navik
Members : Dr Ankita Gupta
Dr C Manjunatha, Dr Amala U
Member Secretary : Mr K M Venugopala

Functions:

Photo coverage of important events of Institute
Providing digital photos to AKMU for uploading in website
Cataloguing of photographs subject-wise

35 **Agro bio diversity committee**

Nodal Officer : Dr Kolla Sreedevi
Members : Dr Omprakash Navik Samodhi
Dr R S Ramya
Member Secretary : Dr K J David

Functions:

Compilation of information related to insect genetic resources, import/export/exchange.
Correspondence regarding agro-bio diversity issues with the council and other relevant organizations

36 **Insectarium for Visitors**

Nodal Officer : Dr Gandhi Gracy
Members : Mr K T Shivakumara, Mrs L Lakshmi
Mr P Raveendran, Mr Umesh Kumar Sanjeev
Member Secretary : Dr Richa Varshney

Functions:

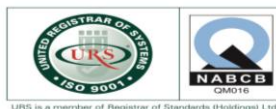
To plan and coordinate the visitors
Inviting schools/colleges on a specified day in a month
To organise national science day/ open day

37 **NEH, SCSP, TSP**

Nodal Officer : Dr G Mahendiran
Members : Dr M Pratheepa, Dr Amala U
Dr Kolla Sreedevi
Member Secretary : Dr Gundappa

Functions:

Scrutinizing the proposals for financial support under the component
Compilation of reports pertaining to NEH, SCSP and TSP components



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38 Institute Biosafety Committee

Chairman	:	Dr M Nagesh, Director (A)
Nodal Officer	:	Dr T Venkatesan
Members		Dr R Rangeshwaran, Dr M Mohan Dr S Sreenivas Medical Officer, IVRI Dr.Manmohan M, Principal Scientist, IIHR Dr Shrikrishna Isloor, Associate Professor, Veterinary College, KVAFSU, Bangalore
Member Secretary	:	Dr Gandhi Gracy

Functions:

Assessment of work elements and approval as per risk category of organism involved.
Evaluation of projects and direction for submission to appropriate agencies for statutory approvals. Inspection of containment facilities, unit process areas, greenhouses etc. and preparation of reports for regulatory agencies.
Examining and recommending procedures and other approval requirements.

39 EFC/SFC Committee

Chairman	:	Dr M Nagesh, Director (A)
Members	:	Dr G Sivakumar Administrative Officer Finance & Accounts Officer Mr H Jayaram, Ms.M S Uma Ms.Naaziya Anjum
Member Secretary	:	Dr Amala U

Functions:

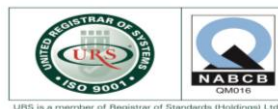
Liase with HoDs for preparation of EFC/SFC and its mid term review

40 Super Computing Facility

Nodal Officer	:	Dr T Venkatesan
Members	:	Dr M Pratheepa
Member Secretary	:	Dr M Mohan

Functions:

Maintenance of super computer facility.
To upload all genomics related work of all scientists and also entomologists in the country in super computer and to make it retrievable for all NARS Scientists.
Development of database and analysis tools for genomics related work.
Allocation of space for each Scientists/ Administration/ Finance / ITMU/ PME in the server for maintenance of records/ records



ISO 9001:2008 Certified Organisation



भा. कृ. अनु. प. - राष्ट्रीय कृषि कीट संसाधन ब्यूरो
ICAR - NATIONAL BUREAU OF AGRICULTURAL INSECT RESOURCES
(Formerly National Bureau of Agriculturally Important Insects)
डाक पेटिका संख्या २४९१, हे. कृ. फार्म डाकघर, बल्लारी रोड, बेंगलूरु - ५६००२४, भारत
P. B. No. 2491, H. A. Farm Post, Ballari Road, Hebbal, Bengaluru - 560 024, INDIA
Phone: 080-23511998; Fax: 080-23411961;
Website: <http://www.nbair.res.in>; Email: hoa.nbair@icar.gov.in



41 **AICRP BC**

Coordinator : Dr M Nagesh, Director (A)
Nodal Officer : Dr G Sivakumar
Members : Dr Gandhi Gracy, Dr Jagadeesh Patil
Dr Richa Varshney, Dr Omprakash Navik
Mr H Jayaram
Member Secretary : Dr G Mahendiran

Functions:

Monitoring of research programmes of AICRP on BC and compiling of annual report and conducting of group meetings and preparation of proceedings.
Monitoring of release of funds and preparation of expenditure statements, obtaining AUCs
Any other work assigned by PC, AICRP-BC

42 **ITMC**

Chairman : Dr M Nagesh, Director (A)
Nodal Officer : Dr K Subaharan
Members : HoD GCC, HoD DGR, HoD GCU
I/C PME, AO, F&AO
Member External : 1. Dr SN Sushil, Principal Scientist, IISR Lucknow
2. Agri Innovate CEO or representative
Member Secretary : Research Associate

Functions:

Approval for technology transfer and commercialization
Approval for cases of filing/ maintenance of patent applications and other IP Forms

43 **ITMU**

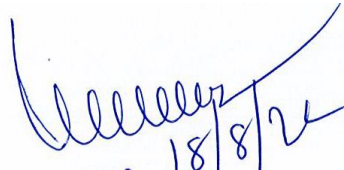
Chairman : Dr M Nagesh, Director (A)
Nodal Officer : Dr K Subaharan
Members : HoD GCC, HoD DGR, HoD GCU
I/C PME
Member Secretary : Research Associate

Functions:

Processing of proposals for technology transfer and commercialization
Addressing IPR issues
Cases of filing/ maintenance of patent applications and other IP forms.

Distribution:

- 1 Individuals as indicated above for information and needful action.
- 2 PS to Director, ICAR-NBAIR for kind information.


18/8/24
Administrative Officer

